

5 February 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-31 January 1971

1. The workload in January 1971 was 62,852 items, a 12% increase over January 1970. For the seven months of FY 1971 we are running 1% less than the same period in Fiscal Year 1970.

2. As of 31 January 1971 we had an assigned strength of [REDACTED] persons making us even with our authorized strength for FY 71 [REDACTED]

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3. [REDACTED] attended a seminar given by the Control Data Corporation on January 18-20. The seminar was concerned with the operating systems of computers and was designed to aid management in the selection of Automatic Data Processing Systems. Many new approaches to the problem were presented and the seminar provided valuable information on the subject.

4. In January 1971 the Xerox Corporation announced a rental price increase of approximately 6% or \$15,000 per year. Since we were in the middle of switching from offset reproduction to Xerox this price increase was a disappointment to me. After weighing all the factors, I have decided to go back to offset for the bulk of our cable reproduction. This was a difficult decision for me to make but the increase in Xerox cost left me no good choice. We will continue to rely upon Xerox, but for a reduced number of impressions in order to reduce the net cost.

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✓ Cable Secretary